

STREETS SUPERINTENDENT (7262)

EEO CATEGORY: Professionals

EXEMPT STATUS: Exempt

CIVIL SERVICE CATEGORY: General (4A)

SALARY RANGE: \$38,496 - \$57,744

JOB SUMMARY:

Under general direction, is responsible for assisting the Streets and Drainage Operations Manager in planning, scheduling, and directing the maintenance and construction operations of municipal streets. Exercises direct supervision over Assistant Streets Superintendents.

ESSENTIAL JOB FUNCTIONS:

1. Prepares and maintains the City's five year street maintenance plan and schedule.
2. Directs subordinate supervisors and other staff in the maintenance and construction of municipal streets, concrete structuring bridges, and other infrastructure improvements.
3. Directs and coordinates emergency plans relevant to streets.
4. Inspects areas of the City to identify, prioritize and schedule street maintenance and construction with other departments, agencies, and companies.
5. Prepares project cost estimates for materials, equipment, and labor.
6. Monitors project and network level schedules.
7. Ensures work standards and safety rules are met.
8. Analyzes performance measure reports to evaluate crew productivity, cost effectiveness of equipment utilization, and material uses and inventory.
9. Prepares detailed reports and makes presentations.
10. Performs related duties and fulfills responsibilities as required.

EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university with preferable coursework in Civil Engineering, Urban Planning, Construction Management, Public Administration, or a related field.
2. Five (5) years of increasingly responsible experience in major street construction and maintenance projects, to include three (3) years of supervisory experience.
3. **OR** Equivalent combination of education and experience.

LICENSES OR CERTIFICATES:

1. Valid Class "C" Texas Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of construction and maintenance practices related to street projects.
2. Knowledge of basic financial and accounting systems.
3. Knowledge of project cost estimating.
4. Knowledge of fleet and material inventory management principles.
5. Skill in operating a personal computer and utilizing rudimentary software.
6. Supervisory skills.
7. Ability to plan, organize, implement, and evaluate major projects.
8. Ability to communicate clearly and effectively, both verbally and in writing.
9. Ability to establish and maintain effective working relationships with employees, supervisors, and citizens.
10. Ability to direct the activities of a large number of employees.

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PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, walking or standing for sustained periods of time to perform the essential functions. Working conditions are in an office and field environment.

This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

REVISED: February 1998